

## Teen Court Community Service Time Sheet Instructions

1. Choose your worksite carefully and be prepared to:
  - **maintain a schedule and be on time;**
  - **dress appropriately, according to the requirement of the worksite;**
  - **display a positive attitude;**
  - **work hard and show initiative;**
  - **be polite and respectful**
  - **accept direction from your supervisor and learn from this work experience.**

Failure to comply with these requirements could result in termination of community service and having your file returned for further legal action by the State Attorney
2. Defendants are responsible to call, arrange and maintain a schedule with a supervisor at the agency where they plan to serve their community service hours.
3. The dates and times **MUST** be recorded accurately on the defendant's Community Service Time Sheet provided by the Teen Court office. Upon completion of required hours, a representative of the worksite **must** sign the time sheet. Some worksites record volunteer hours on their own sheets for their own records, in which case your hours must also be recorded on the official Teen Court timesheet.
4. If your timesheet is misplaced, it is your responsibility to get a new timesheet from the Teen Court office. If the lost timesheet contained previously recorded dates, times and signatures, it is your responsibility to get all the missing information replaced.
5. Remember that these worksites are helping you to satisfy the terms of your Teen Court sentence. Make sure you are aware of and comply with the rules of your worksite. **IF YOU ARE UNABLE TO WORK AS SCHEDULED DUE TO AN EMERGENCY, YOU ARE EXPECTED TO CONTACT THE AGENCY AND LET THEM KNOW.**

With my signature, I acknowledge that I have read and understand, or that someone has read and explained to me, my obligations for the completion of the Teen Court Community Service Timesheet. I understand that hours recorded improperly WILL NOT be counted. I may be required to redo my timesheets or document additional hours to satisfy the terms of my Teen Court sentence.

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Signature of Defendant

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Signature of Parent/Guardian

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Signature of Teen Court Staff

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Date Signed